

This glossary is also available as a pdf at <http://www.opi.mt.gov/ADC/index.html>

**Absent Count**

The number of students absent on the enrollment count date (first Monday in October or last day of test cycle). The absent count should be conducted on the same day as the enrollment count, unless the program a student attends does not conduct class on the count date. If a student's class is not conducted on the enrollment count date, report that student's attendance as of the next pupil-instruction day. For example, if the official count day is on a Monday and a student is only enrolled in classes that meet on Tuesdays and Thursdays consider that student's attendance on Tuesday for the attendance count. Note: The total enrollment count must reflect only students enrolled on the official count date.

Students present for only a portion of the count date should be reflected appropriately in the absent count. Below are sample calculations for partial day attendance:

Pre-K and K: 1 of 3 hours present = .67 absent  
Grades 1-6: 3 of 6 hours present = .50 absent  
Grades 7-12: 6 of 8 periods present = .25 absent

If a student is enrolled part-time and attends all scheduled classes on the count day, the student is not considered absent for the remainder of the day. For example, students that attend half-day kindergarten classes are not absent for the other half of the day.

**(Basic) Academic Program**

A set of educational offerings designed to provide students the opportunity to obtain the attitudes, concepts, skills and knowledge to meet the academic standards set out in the accreditation rules.

- Elementary program – any combination of kindergarten, special education pre-school, or first eight grades
- Middle school program – any combination of grades 4 through 8 approved by the Board of Public Education
- Grades 7 and 8 – a program that encompasses grades 7 and 8 approved by the Board of Public Education
- Junior High program- grades 7 through 9 approved by the Board of Public Education
- High School program – grades 9 through 12

**Accreditation Standards**

Standards of accreditation for all schools are adopted by the Board of Public Education upon recommendation of the superintendent of public instruction. The standards of accreditation define the conditions under which each elementary school, middle school, junior high school, and high school operates.

The term refers to the body of administrative rule governing:

- Content and Performance Standards
- Program Area Standards
- General Provisions
- School Leadership
- Educational Opportunity
- Academic Requirements
- School Facilities and Records
- Student Assessment

**Accreditation Status**

An approval status determined by the Board of Public Education that indicates a school's level of compliance with the accreditation standards. The categories include: Regular accreditation, Regular accreditation with note of minor deviations, Accreditation with advice, and Accreditation with deficiency.

**Accredited Program**

A basic academic program approved by the Board of Public Education as meeting the accreditation requirements.

**Adequate Yearly Progress (AYP)**

The minimum level of improvement that states, school districts and schools must achieve each year as required by No Child Left Behind (NCLB) legislation.

In Montana, for a public school or district to make adequate yearly progress, each student subgroup must meet or exceed the state's Annual Measurable Objectives for Reading and Math, each student subgroup must have at least a 95% participation rate in the statewide assessments, and the school must meet the State's requirement for other academic indicators. The other academic indicators that Montana has selected are graduation rate (for secondary schools) and attendance rate (for elementary and middle schools).

**Administrator**

A category of licensure (**Class 3 Administrator**) reserved for the principal, superintendent or supervisor endorsements.

**Aggregate Hours**

Total hours of pupil instruction per school year. Pupil instruction does not include lunchtime or unstructured recess. The minimum aggregate hours of pupil instruction per grade level are:

- Kindergarten - 360 hours
- Grades 1-3 - 720 hours
- Grades 4-12 - 1,080 hours

**Alternative Education Program**

A "restructured" academic program to serve at-risk students and operated within an accredited public school.

**Alternative Standard**

An innovative program or modification that clearly meets or exceeds the accreditation standards. The Board of Public Education must approve the alternative standard request prior to its implementation by the school.

**Assistant Administrator**

To be eligible to be an assistant administrator, a person must hold both a bachelor's degree and a current Montana teaching license and (a) be enrolled in a planned program leading to an administrative or supervisory endorsement with an accredited college or university, or (b) present evidence of enrollment in an administrative or supervisory intern program approved by the Board of Public Education, or (c) hold an appropriate administrative or supervisory endorsement. Assistant administrators lacking an appropriate administrative or supervisory endorsement may observe and supervise but may not formally evaluate licensed staff except as authorized by the Board of Public Education.

**Attendance Rate**

Academic indicator used for determining Adequate Yearly Progress. The Attendance Rate calculation is the number of students present on the dates used to report fall and test window count disaggregated enrollment and attendance data, divided by the total enrollment for the same two counts.

$$\frac{(\text{Fall Enrolled} - \text{Fall Absent}) + (\text{Test Window Enrolled} - \text{Test Window Absent})}{\text{Fall Enrolled} + \text{Test Window Enrolled}}$$

**Average Daily Attendance (ADA)**

The average number of students present on the dates used to report fall and test window disaggregated enrollment and attendance data. The total number of students present in grades 1-12, as reported on the fall and spring disaggregated enrollment and attendance data reports, will be added together and divided by two to determine the average daily attendance for that school year. The number of pre-kindergarten and kindergarten students present, as reported on those data collections, will be added together and divided by four to determine average daily attendance for that school year. (ARM 10.15.101(3))

**Board of Public Education**

A constitutionally established board with the power to exercise general supervision over the public school system. The board consists of seven members appointed by the Governor, and confirmed by the Senate, to overlapping seven-year terms. The Governor, Commissioner of Higher Education, and the State Superintendent of Public Instruction are ex-officio non-voting members of the Board of Public Education.

**Building Administrator**

A person who is a part of the school's administrative or supervisory staff and holds a Class 3 license denoting the appropriate level(s) and endorsement(s) that accurately reflect the person's administrative responsibility and/or assignment.

**Departmentalized**

A division of a school that provides instruction in a particular subject area (e.g., music, health enhancement). Departmentalized generally pertains to middle, 7-8, junior high and high school programs.

**Deviation**

A citation for not meeting a particular accreditation standard or school law.

**Distance Learning**

Distance, online, and technology delivered learning programs and/or courses that fulfill elementary or middle grades basic education programs and/or high school graduation requirements.

**Dropout**

An individual who:

1. was enrolled in school on the date of the previous year October enrollment count or at some time during the previous school year and was not enrolled on the date of the current school year October count, *or*
2. was not enrolled at the beginning of the previous school year but was expected to enroll and did not re-enroll during the year ("no show") and was not enrolled on the date of the current school year October count, *and*
3. has not graduated from high school or completed a state- or district-approved high school educational program, *and*
4. has not transferred to another school, been temporarily absent due to a school-recognized illness or suspension, or died.

**Educator License**

Formerly Teaching Certificate. The license required for teachers and other educators to teach in the public schools of that state. The license is issued by the State Superintendent of Public Instruction under the provisions of 20-1-101, MCA, and the policies of the Board of Public Education. The classes of educator licenses include Professional (Class 1), Standard (Class 2), Administrator (Class 3), Vocational (Class 4), Provisional (Class 5), Specialist (Class 6), and American Indian Language (Specialist) (Class 7). The Class 5 Provisional license may be a preliminary licensing level for any of the renewable licenses.

**Endorsement**

The official indication of the level and/or the appropriate area in which the license holder is authorized to teach. Endorsements are approved by the Board of Public Education and are listed on the Educator License (i.e., teaching certificate). Endorsements are based on the level of license held, except for the following areas, which can be endorsed at the elementary, secondary, or K-12 levels: Art, English as a Second Language, Guidance and Counseling, Physical Education & Health, Library, Reading, Music, and all second languages. The special education endorsement can be placed on either an elementary or secondary license and may cover grades Pre-K through 12 (P-12).

**Facilitator**

The individual assigned to monitor distance, online, and technology delivered learning programs in accordance with ARM 10.55.907.

**Fall No Shows**

Individuals who completed the previous school year but who are not enrolled as of the current school year October enrollment count date. No show students are dropouts for the grade and school year for which they fail to report. For example, a student who completed the 10<sup>th</sup> grade at the end of the prior school year, but does not re-enroll by the first Monday in October of the current school year is reported as an 11<sup>th</sup> grade dropout of the current school year. This dropout will not be reported in the Annual Data Collection count until next year since dropout counts reported in the Annual Data Collection are for the previous year. Students that transferred to another school are not dropouts and should not be counted as fall no shows.

**Free/Reduced Price Participant**

A student eligible to participate for the Free/Reduced Lunch Program under the National School Lunch Act.

**FTE Licensed Staff**

Full-time equivalent staff who are licensed and are supervised and evaluated by the district. FTE licensed staff does not include personnel supervised and evaluated by contractual agreements; i.e., cooperative services.

**FTE Unit**

An FTE Unit is a portion of a full-time position dedicated to a specific job assignment. The time unit describes how you would break down each person's workday by job assignment code. For an administrator, that might be 'fulltime' or 'half time.' For a high school teacher, it might be 'Period 1,' 'Period 2,' 'Period 3,' etc.

**Folio Number**

An identifying number given to an individual who has applied for licensure.

**General Education Development (GED)**

A high school equivalency certificate granted to individuals who have not completed a formal high school education but have achieved satisfactory scores on a comprehensive test that appraises educational development. GED recipients are included in the dropout count unless the student received the GED through a school district administered GED program. If the student received a GED through a program administered by the school district, for reporting purposes, he/she should be categorized as an Other High School Completer and not a dropout. The ADC collects last year's High School Completer counts including students who completed during the summer prior to the beginning of the current year.

### Gifted Students

Gifted students are students of outstanding abilities capable of high performance and requiring differentiated education services beyond those normally offered.

### Graduate

Individual who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed program for students in a secondary level school. This does not include other completers, high school equivalency (GED) recipients, or other certificate recipients. For purposes of AYP determinations, graduate data is collected by whether an individual graduated from high school in the standard number of years (see definition). The ADC collects last year's High School Completer counts including students who completed during the summer prior to the beginning of the current year.

### Graduation Rate

Montana's U.S. Department of Education-approved high school graduation rate to be used for determining Adequate Yearly Progress (AYP) is an estimated cohort group rate calculated by the method recommended by the National Center for Education Statistics (NCES). Graduation rate is the required additional indicator for public high schools in AYP determinations. Montana's graduation rate is calculated using the following formula:

$$\text{Graduation Rate} = g / (c_t + g_t + d_t^{12} + d_{(t-1)}^{11} + d_{(t-2)}^{10} + d_{(t-3)}^9)$$

Where:

- g = number of graduates receiving a standard high school diploma in four years or less (from the time enrolled in 9<sup>th</sup> grade) or who had an IEP allowing more than four years to graduate
- c = number of graduates receiving a standard high school diploma in more than four years (from the time enrolled in 9th grade) and did not have an IEP, and students that received a GED through a district-administered GED program.
- t = year of graduation
- d = dropouts
- 12, 11, 10, 9 = class level

**Note:** Other high school completers and nonstandard graduates decrease the graduation rate which is used to determine Adequate Yearly Progress.

### Grade

The assigned education level of a student Pre-K through 12. In addition to grades 1-12, the ADC allows for entries of:

#### **[PK] = Pre-Kindergarten (Pre-K or Preschool)**

**3-5 year-olds** in general – Count pupils as Pre-K students if they did not reach age 5 on or before September 10 of the current school year, and if they are attending a free preschool program offered at the discretion of the district. For complete information on counting pre-kindergarten students please see the enrollment manual.

**[K]= Kindergarten**

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade. For complete information on counting kindergarten students please see the enrollment manual.

**[P1] = Pre-1<sup>st</sup>/Transition First**

A pre-1<sup>st</sup>/transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.

**[UE, UM, or UH] = Ungraded (Elementary (UE), Middle (UM), High (UH))**

Students in classes or programs to which students are assigned without a standard grade designation, i.e., special education, non-graded programs. Ungraded dropouts should be assigned to the grade most appropriate to their age.

**High School Completer**

Individual who completes an accredited high school program, including graduates receiving standard and nonstandard diplomas and students receiving a GED through a district-administered GED program.

**Immigrant**

The term “immigrant child” means an individual who

- A. is aged 3 through 21;
- B. was not born in any State or DC, and
- C. has not been attending one or more schools in any one or more States or DC for more than three full academic years.

**Indian Education for All Montana**

Law passed by the 1999 Legislature (MCA 20-1-501) to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize “the distinct and unique cultural heritage of American Indians and is committed in its educational goals to the preservation of their cultural integrity.”

**Individualized Education Program**

A written statement for each child with a disability, eligible under the Individuals with Disabilities Education Act, that is developed, reviewed and revised periodically and that includes:

- A statement of the child’s present levels of educational performance including how the child’s disability affects the child’s involvement and progress in the general curriculum and for children who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives
- A statement of measurable annual goals, including academic and functional goals
- A description of how the child’s progress toward meeting the annual goals will be measured and when the periodic reports on the progress the child is making will be provided
- A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research, to the extent possible, to be provided to the child

or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided for the child

- An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular classroom,
- A statement of any individual appropriate accommodations that are necessary to measure the academic and functional performance of the child on state and district-wide assessments
- The projected date for the beginning of the services and modifications and the anticipated frequency, location, and duration of those services and modifications
- A statement of appropriate measurable postsecondary goals based on age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills, and a statement of transition services, including courses of student, needed to assist the child in reaching those goals.

**Job Code**

A code that is used to complete the Assignment Detail report. The code indicates the specific administrative role or teaching subject area to which a licensed staff person is assigned.

**Last Day of School Testing Window**

The last day that a school administers the state-wide criterion referenced test (CRT). This date may vary slightly from school to school across the state since different schools test on different days. The date must fall within the testing window period set by the state. The enrollment counts reported for this day will be compared to the number of test booklets returned to the testing company to determine a test participation rate. The test participation rate is used as an indicator for determining school, district and state Adequate Yearly Progress under federal NCLB legislation.

**Licensed Staff**

Staff whose occupation or profession is regulated by an occupational or professional licensing board or the Department of Commerce (e.g., occupational therapists, speech/language pathologists, physical therapists, speech aide). Note: Speech aides are registered under the Board of Speech/Language Pathologists and Audiologists.

**Limited English Proficient**

An individual

- A. who is aged 3 through 21
- B. who is enrolled or preparing to enroll in an elementary or secondary school;
- C. (i) Who was not born in the United States or whose native language is a language other than English;
  - (ii) (I) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and
  - (II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

- (i) the ability to meet the State's proficient level of achievement on State assessments described in section 111(b)(3);
- (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
- (iii) the opportunity to participate fully in our society.

**Master Schedule**

A school schedule which details teachers' assignments by class period.

**Maximum Class Size**

The maximum number of pupils allowed per classroom. The Board of Public Education sets maximum class sizes in administrative rule.

In **single grade rooms**, the maximum class sizes are:

- No more than 20 students in kindergarten and grades 1 and 2
- No more than 28 students in grades 3 and 4
- No more than 30 students in grades 5 through 12.

In **multigrade classrooms**, the maximum class sizes are:

- No more than 20 students in grades K, 1, 2 and 3
- No more than 24 students in grades 4, 5 and 6
- No more than 26 students in grades 7 and 8
- Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) must use the maximum of the lower grade.

**Migrant**

A migrant student is a student who has moved within the last three years across international (Mexico and Canada only), state, or school district boundaries with his/her parent or guardian to enable the child (in the case of secondary, emancipated or out of school youth), the child's guardian or parent, or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural, fishing, or dairy-related activity. The child may be in any grade between preschool (age 3) and grade 12 and must not be above 22 years of age.

All eligibility determinations are made by trained recruiters and/or the Office of Public Instruction/Migrant Education Program (OPI/MEP).

Also to identify a student as migrant, he/she must have a current Certificate of Eligibility (COE) on file with the OPI/MEP.

If you have a student who you think might be migrant, please contact either the local MEP director or the state office at (406) 444-2423 to determine if he/she is, in fact, a migrant and has a COE on file.

If there is migrant funded staff at the school, that means there are migrant students at the school.

**Misassignment**

A misassigned teacher is teaching outside his/her endorsed teaching area(s).

**Non-licensed**

A teacher who has no Montana license or has let his/her licensure lapse.

**Non-Standard Graduate**



Individual who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed program for students in a secondary level school; however, the individual took more than that standard number of years to complete the program and did not have an Individualized Education Plan allowing for more than the standard number of years. Non-Standard Graduates do not include other completers, high school equivalency (GED) recipients, or other certificate recipients. For purposes of AYP determinations, graduate data is collected by whether an individual graduated from high school in the standard number of years (see definition). The ADC collects last year's High School Completer counts including students who completed during the summer prior to the beginning of the current year.

**Off-Site Location**

A classroom or set of classrooms, at a separate location from the main school site, where the accredited school provides instruction on a regular basis to students who are enrolled in the district. (For the purpose of Accreditation Data, this would not include alternative education programs.)

**Other High School Completers**

Individuals who received a certificate of attendance, or other certificate of completion from the school district, in lieu of a diploma, during the previous school year and subsequent summer school. In Montana, this category is limited to students receiving a GED through a district-administered GED program.

**Overloaded Elementary Classroom**

A classroom at either the K-6 or K-8 level that exceeds the maximum allowable number of students.

**Paraprofessional**

School or district personnel whose positions are instructional in nature and who work under the supervision of teachers or other professional practitioners who are responsible for:

- a) The design, implementation, and assessment of learner progress, and
- b) The evaluation of the effectiveness of learning programs and related services for children.

Instructional paraprofessionals include:

- Bilingual aides
- Computer aides
- Teaching/classroom aides
- Teaching assistants
- Tutors

**Period**

A block of time during which a class is scheduled to meet.

**Personnel Recruitment and Retention Report**

An annual report on personnel recruiting and retention issues at the district level. The information will help identify shortage areas and provide support data for efforts to address those shortages.

**Preliminary Accreditation Report**

This report takes the place of the preliminary accreditation letter that was mailed out to schools in the past. Once the district has submitted data to OPI, the ADC program will generate the report. Districts should print and review this report. Based upon that review, districts need to notify OPI of any changes or corrections. OPI will no longer be mailing preliminary accreditation letters to electronic filers.



**Present**

The number of students enrolled minus the number of students absent.

**Pupil Instruction (PI) day**

A school day when organized instruction is conducted with pupils under the supervision of a teacher. A school day of pupil instruction must be at least 2 hours for kindergarten, at least 4 hours for grades 1-3, and at least 6 hours for grades 4-12. The number of hours in a school day may be reduced at the discretion of the trustees if the total number of pupil instruction hours in the school year is not less than the minimum aggregate hours required by law. The school year must include a minimum of 180 days of pupil instruction for grades 1-12 and 90 days for kindergarten.

**Pupil instruction-related (PIR) day**

Those days of teacher activities devoted to improving the quality of instruction. The activities may include but are not limited to in-service training, attending state meetings of teacher organizations, and conducting parent conferences. Districts may receive funding for up to seven PIR days, but must schedule at least three days (six hours of contact time per day in no less than two-hour increments) of staff development for all professional staff. Other days of teacher activities contribute to the quality of instruction, but may not be counted as professional development or in-service.

**Race/Ethnicity**

The general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies.

**American Indian/Alaskan Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

**Asian**—a person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.

**Black or African American (not Hispanic)** — A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino**—A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

**Native Hawaiian or Pacific Islander**—A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa and Tahiti.

**White, Non-Hispanic**—a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**School**

For accreditation purposes, school is an educational program offering designated by the local board of trustees satisfying one of the categories listed below:

- **Elementary school** comprises the educational program of kindergarten, special education preschool program, or the first eight grades or their equivalents.
- **Seventh and eighth grade school** comprises the basic education program for grades 7 and 8 that have received prior approval from the Board of Public Education as a 7-8 grade school under the provisions of state statute.

- **Junior high school** comprises the educational programs for grades 7 through 9, or their equivalents, that have received prior approval from the Board of Public Education as a junior high school under the provisions of state statute.
- **Middle school** comprises the educational programs for grades 4 through 8, or any combination thereof, which have received prior approval from the Board of Public Education as a middle school under the provisions of state statute.
- **High school** comprises the educational programs for grades 10 through 12, or their equivalents, and which are operated in conjunction with a junior high school or comprise the educational programs for grades 9 through 12, or their equivalents.

**School District**

A government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

**School System**

The administrative unit of a district or combination of districts. In Montana, the types of school systems include:

- **Combined elementary and high school district** is an elementary district and a high school district that are combined for district administration purposes.
- **County high school district** is a four-year high school operated as an agency of county government and established under the provisions of the acts of March 3, 1899, March 14, 1901, and any subsequent amendments thereto.
- **Independent elementary school district** is a district organized for the purpose of providing public education for all or any combination of grades kindergarten through eight.

**Session**

A period of time, expressed in number of days, during which a set of courses is offered in its entirety from start to end. Typically, a school calendar includes semesters (two 90-day sessions), trimesters (three 30-day sessions), or quarters (four 45-day sessions).

**Special Education Cooperative**

A full service education cooperative or joint board established under 20-7-451, MCA, to provide special education services.

**Special Education Eligible**

A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B) and who is receiving services.

**Special Education Itinerant Staff**

Staff who work for or contract with a special education cooperative and whose job requires working with or serving children in more than one school district, and requires travel.

**Specialist**

The **Class 6 Specialist** license is available for the non-teaching roles of the school psychologist and school counselor. School counselors who have completed teacher preparation are qualified for the Guidance and counseling K-12 endorsement on their teaching licenses. The school counselor specialist normally would not qualify for a teaching license, nor have teaching experience.

**Standard Number of Years Graduate**

An individual completing a district's graduation requirements in four years or less from the time an individual enrolled in the 9th grade, or with an Individualized Education Program (IEP) allowing for more than four years to graduate.

**Student Load**

For purposes of Entering Staff Assignments, student load is the number of students in a given teacher's classroom.

**Teacher**

Any person, except a district superintendent, who holds a valid Montana educator license and who is employable by a district as a member of its instructional, supervisory or administrative staff.

**Testing Coordinator**

The district test coordinator is the person responsible for the successful communication, coordination, materials distribution/return, training, and administration of statewide testing.

**Testing Window**

The time period assigned by the State of Montana for administration of the state-wide criterion referenced test (CRT). For the 2006 school year, all schools must administer the CRT to students in grades 3, 4, 5, 6, 7, 8 and 10 within the testing window.

For the 2005-2006 school year, the testing window for the CRT is March 6, 2006 to March 29, 2006.